



British
High Commission
Accra

INTERNSHIP – CORPORATE SERVICES TEAM

Start Date:	01 October 2024
Length of Contract:	1 year
Main Purpose of Job:	To provide administrative support to the Corporate Services Team
Roles and Responsibilities:	Drafting of letters Filing of documents Making visa enquiries and follow-up on visa applications Updating protocol daily worksheet Providing administrative assistance
Behaviours:	Changing and Improving Managing a Quality Service Delivering at Pace Communicating and Influencing
Language requirements:	Language: English Level of language required: Advanced level proficiency in English Language (ability to understand, write and speak English language without any difficulty)
Other Skills/Experience/Qualifications:	
Essential on arrival:	A final year student from a recognised tertiary institution. Excellent command of English, oral and written communication. IT Literate – good understanding of modern Microsoft Packages (able to use Word, Excel, PowerPoint etc.) Ability to work well in a small team, sometimes under pressure.
Learning and Development:	Online e-learning On the job learning, job shadowing and mentoring Access to library

Various development workshops

To apply for this, kindly send an email to Recruitment.Accra@fcdo.gov.uk, stating in the subject "CORPORATE SERVICES TEAM" attaching your CV, and a cover letter of not more than 300 words, answering the questions below:

Why are you applying for this job? What do you intend to gain from working at the British High Commission, and what will you bring to the table?

APPLICATION DEADLINE:	05 MAY 2024, 23:59GMT (ALL APPLICATIONS RECEIVED AFTER THE SAID DATE WILL NOT BE CONSIDERED)
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